

APPENDIX

Submitting Evidence for Lab Examination

	MARKING	DETERMINING AMOUNT		PRESERVING	PACKAGING*	TRANSMITTING
		STANDARD	EVIDENCE			
ABRASIVES like carborundum, emery sand, metal filings	Label and tag container. Show type of material, date obtained, investigator's name or initials, case and evidence number.	Call lab for guidance.	Send all evidence.	No special instructions.	Use containers like ice cream boxes, metal pill boxes, or powder boxes. Seal to prevent any loss. Seal small amounts in folded paper packets, then place in container.	Send by registered mail, RR, or air express.
ACIDS	Identify as directed above.	Send up to 1 quart, but at least 15cc (1/2 ounce) if available.	Send up to 1 pint	No special instructions.	Call lab for guidance. Label "Acids, Glass, Corrosive."	Send by RR express.
ADHESIVE TAPE	Identify as directed above.	Send up to 1 foot.	Send all evidence.	No special instructions.	Place on waxed paper or cellophane. Pack in pill or powder box, paper container, or druggist's fold. Seal edges.	Send by registered mail.
ALKALIES like caustic soda, potash, ammonia	Identify as directed above.	Send up to 1 quart liquid, 1 pound solid.	Send up to 1 quart or 1 pound, but at least 15cc (1/2 ounce) if available.	No special instructions.	Call lab for guidance. Label "Alkali, Glass, Corrosive."	Send by RR express.
AMMUNITION	Identify as directed above.	If standard make, usually not necessary to send any. Otherwise, submit two rounds.	Send up to five rounds. Cite specifications and lot number if available.	No special instructions.	Pack in cotton, soft cloth in small container to prevent friction, shifting, and contact while in transit. Place in wooden box. Label "Explosive."	Send by RR express.
BLASTING CAPS	Place label and tag on outside of container. Note type of material, date obtained, investigator's name or initials, case and evidence number.	No special instructions.	Send all evidence.	Consult with lab for guidance.		

*In general, trace evidence should be double-packaged.

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BLOOD: Liquid	On adhesive tape on outside of test tube, write name of victim or subject, date taken, doctor's name, investigator's name, case and evidence number.	Submit 5cc (1/5 ounce) collected in a sterile test tube or Sheppard (Vac) tube.	Send all evidence.	Use sterile tube only. No preservative. No refrigerant.	Wrap in cotton, soft paper. Place in mailing tube or strong mailing carton to prevent breakage and spillage.	Send by registered mail.
		For small quantities, collect using sterile gauze.	Send all up to 1/5 ounce.	Air dry gauze.	Place in envelope, seal.	
		For drowning cases, send two specimens, one from each side of heart.	Send all evidence.	Consult laboratory if preservative is required.	No special instructions.	
	Place scrapings on paper and use drug-gist fold. Note type of specimens, date secured, investigator's name, case and evidence number on outside of folded paper.	Submit 5cc (1/5 ounce) blood collected from persons related to case. (See instructions for liquid blood.) Also send a control specimen of material (soil, porous matter) from which stain collected.	Send as much as possible.	Keep dry, or if partly dried, dry completely under natural conditions.	Seal tops, ends, and all folds to prevent leakage.	Send by registered mail.
BLOOD-STAINED CLOTHING, FABRIC	Use property tag and/or mark directly on clothes. Note type of specimens, date secured, investigator's name, case and evidence number.	Submit 5cc (1/5 ounce) of blood collected from persons related to case. (See instructions for liquid blood.)	Send all evidence.	If wet when found, dry under natural conditions. Use no excessive heat to dry. Use no preservative.	Wrap each article separately and identify on outside of package. Place in a strong box, packed to prevent shifting of contents.	Send by registered mail.
BODY ORGANS	Label or mark outside of container. Note victim's name, date of death, date of autopsy, name of doctor, investigator's name, case and evidence number.					

Consult with lab for guidance.

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BULLETS	On outside of container, mark investigator's initials, date secured, case and evidence number.	No special instructions.	Send all evidence.	No special instructions.	Place bullet on cotton or soft paper. Place in pill, powder, or match box. Pack to prevent shifting of contents.	Send by registered mail.
CARTRIDGES: Live rounds	Identify as directed above.	Send two rounds.	Send all evidence.	No special instructions.	Place on cotton or soft paper. Place in pill, powder, or match box. Pack to prevent shifting in transit.	Send by UPS or by military transportation.
CARTRIDGES: Empty shells	Identify as directed above.	Send any found.	Send all evidence.	No special instructions.	When fingerprint evidence is possible, place in test tube, seal, and label.	Send by registered mail.
CHARRED OR BURNED PAPER	On outside of container note type of material, date obtained, investigator's name or initials, case and evidence number.	No special instructions.	Send all evidence.	Keep dry. Do not add moisture with atomizer or otherwise.	Pack in rigid container between layers of cotton. If fragile and brittle, consult lab for guidance.	Consider handcarrying. If necessary, send by registered mail.
CHECK PROTECTOR, RUBBER STAMP AND DATE STAMP SETS, KNOWN STANDARDS	Place case and evidence number, investigator's name or initials, date secured, name of make and model, on sample impressions.	Obtain several copies in full word-for-word order of each questioned check writer impression. If unable to forward rubber stamps, prepare numerous samples with different degrees of pressure.	Send all evidence.	Do not change the ribbon or alter the inking. Also see Typewriter specimens.	Wrap securely to prevent shifting or damage. (For transmitting standards, see DOCUMENTS.)	Send by registered mail.
CLOTHING, FABRIC	Attach property tag and/or mark directly on material. Note type of evidence, investigator's name, date, case and evidence number.	No special instructions.	Send all evidence.	Leave clothing whole. Do not cut out stains. If wet, air dry before packing. For gunpowder residue, avoid shaking.	Wrap each article individually. Identify article on outside of package. Place in strong container. For gunpowder residue, fold fabric flat, placing clean paper between folds, and wrap so no residue is lost through friction.	Send by registered mail.

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		STANDARD	EVIDENCE			
DOCUMENTS: Anonymous letters, Codes, Ciphers, Extortion letters, Fraudulent checks, Questioned and secret writings, Hand written and printed specimens, handwriting, handprinting, and forgeries Known standards or exemplars. (See also CHARRED OR BURNED PAPER.)	Place in paper envelope, seal and date. Place investigator's initials, case and evidence number on envelope.	Submit as many samples as possible of suspect's handwriting. Include sample of words used in questioned letters, if possible. For checks, obtain genuine cancelled checks. Submit fingerprint cards for all persons known to have handled document.	Send all evidence. Include original envelope. Advise if letter should be treated for latent fingerprints. Advise which parts are questioned and which are known.	Do not handle with bare hands.	Place in paper envelope inside manila envelope after inserting stiff backing to prevent bending or folding. Seal and mark for identification. Wrap securely. If burned and/or brittle, call lab for guidance.	Send by registered mail.
DRUGS: Liquid	Label or mark bottle in which found with investigator's name, date obtained, case and evidence number.	No special instructions.	Send not less than 15cc (1/2 ounce), if available.	No special instructions.	If bottle does not have stopper, transfer contents to screw-topped bottle and seal with adhesive tape. Mark "Fragile." Ensure against breakage.	Send by registered mail or RR or air express.
DRUGS: Powder, pills, and solids.	Label or mark outside of pillbox with investigator's name, date obtained, case and evidence number.	No special instructions.	Send all evidence.	Guard against pill breakage.	Seal with tape to prevent spillage.	Send by registered mail or RR or air express.
DYNAMITE, OTHER EXPLOSIVES	Call lab for guidance.	Send all evidence. Do not forward until advised to do so by the lab. Packing instructions will be given at that time.				
FIREARMS	Attach property tag with identifying data. Mark investigator's initials and date on barrel, frame, and slide or cylinder.	No special instructions.	Send all evidence.	Keep from rusting. Unload all weapons before shipping. Do not unload magazines. Identify location of each round on revolver cylinder. Advise if firearms are to be examined for fingerprints.	Wrap each piece separately in paper and identify contents on package. Place in cardboard or wooden box. Pack to prevent shifting while in transit. Label "Firearms."	Send by registered mail.

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FUZE (safety)	Attach property tag and/or gummed paper label with investigator's name, date obtained, case and evidence number.	Send a one-foot section.	Send all evidence.	No special instructions.	Place in manila envelope, box, or suitable retainer.	Send by registered mail or RR or air express.
GASOLINE	Label or mark outside of all-metal container. Note type of material, investigator's name, date obtained, case and evidence number.	Send up to 1 quart.	Send up to 1 gallon.	Use only a fire-proof container.	Use a metal container packed in wooden box. Label "Gasoline."	Send by RR express.
GLASS FRAGMENTS	Separate questioned and known items. Mark investigator's name, date obtained, case and evidence number on outside of sealed containers.	Submit fingerprint cards for all persons known to have handled glass.	Send all evidence.	Avoid chipping.	Wrap each piece separately in paper. Pack in a strong box to prevent shifting and breakage. Identify contents. Mark "Fragile."	Send by registered mail.
HAIRS, FIBERS	Label or mark outside of container. Note type of material, date obtained, investigator's name, case and evidence number.	Submit about 15 pulled hairs from each part of head or body in question. Keep hairs from various parts separate.	Send all evidence.	Do not use envelopes.	Wrap specimen in paper, using drug-gist fold. Seal edges and openings with scotch tape or adhesive tape. Place in container and seal.	Send by registered mail.
IMPRESSIONS: Plaster casts, Tire treads, Footprints	On back of cast before it hardens, mark investigator's initials and date.	No special instructions.	Send up to 2 feet.	No special instructions.	Wrap each cast in soft paper or cotton, surround with packing material in box to prevent shifting or breakage. Label "Fragile."	Send by registered mail.
IDENTED WRITINGS	(See also DOCUMENTS.)	Original writing, if available.	Send all evidence.	(See CHARRED PAPERS.)		Send by registered mail.

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MATCHES	Mark or label outside of container. Note type of material, date obtained, investigator's name, case and evidence number.	Send one to two books of paper matches, one full box of wooden matches.	Send all evidence.	Keep away from fire.	Pack in a metal container then pack in larger package to prevent shifting. Label "Keep Away From Fire."	Send by registered mail or express.
METAL	Identify as directed above.	Send up to 1 pound or 1 foot.	Send all evidence up to 1 pound or 1 foot. Provide melt number, heat treatment, and other specifications of foundry, if available.	Keep from rusting.	If metal is solid, wrap in paper. Use paper boxes or containers for filings. Seal, pack in strong paper or wooden box.	Send by registered mail, RR, or air express.
OIL	Identify as directed above.	Send up to one quart. Include specifications.	Send all evidence up to 1 quart.	Keep away from fire.	Place in metal container with tight screw-on top. Pack in strong box, using excelsior or similar material.	Send by RR express.
PAINT: Liquid	Label or mark outside of container. Note type of material; origin if known; date obtained, investigator's name, case and evidence number.	Send up to 1 quart.	Send all evidence up to 1 quart.	No special instructions.	Use a friction-top paint can or large-mouth screw-top jars. If glass, pack in heavy corrugated paper or wooden box to prevent breakage.	Send by registered mail, RR, or air express.
PAINT: Solid (dried)	Identify as directed above.	Send at least 1/2 square inch, if available.	Send all evidence. If paint is on small object, send object.	Wrap object with smears or chips to prevent paint from coming off. Do not pack paint chips in cotton or secure with scotch tape or adhesive.	Wrap chips of paint in paper, using druggist fold. Seal to prevent spillage. Do not use envelopes.	Send by registered mail or RR or air express.

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ROPE, TWINE CORDAGE	Tag and/or mark container. Note type of material, date, investigator's name, case and evidence number.	Send up to 2 feet.	Send all evidence up to 2 feet or more (if applicable).	No special instructions.	Wrap securely in clean paper. If strands or fibers, use druggist fold in pillbox. Seal edges and openings with scotch or adhesive tape.	Send by registered mail.
SAFE INSULATION, SOIL	Label or mark outside of container. Note type of material, date obtained, investigator's name, case and evidence number.	Send at least 1/2 cupful. Also send "alibi" standard.	Send all evidence up to 1 pound.	Avoid use of glass containers.	Pack in an ice cream box, pill box, powder box, or the like. Seal edges and corners to prevent spillage.	Send by registered mail or RR or air express.
SEMEN STAINS	Tag and/or mark article. Note type of material, date obtained, investigator's name, case and evidence number.	No special instructions.	Send entire article.	Air-dry. Avoid friction with stained area. Do not roll item. Do not fold or crease stained area. (See BLOOD-STAINED CLOTHING.)	Fold carefully, protect area with clean paper. Pack to prevent shifting in transit.	Send by registered mail.
TOOLS	Label and/or tag tool. Note type of tool, investigator's name or initials, case and evidence number.	Send the tool.	Send all evidence.	No special instructions.	Wrap each tool in paper. Pack in a strong cardboard or wooden box to prevent shifting.	Send by registered mail or RR or air express.
TOOLMARKS	Tag and/or mark object on the opposite end from where toolmarks appear. Note investigator's name, date obtained, case and evidence number.	Send the tool.	Send all evidence.	Cover ends of object bearing toolmarks with soft paper, and wrap with strong paper to protect ends. Keep questioned specimens separate from known standards.	After marks have been protected, wrap in strong wrapping paper, place in a strong box, and pack to prevent shifting.	Send by registered mail, RR, or air express.

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TYPEWRITING	Place investigator's name or initials, date obtained, serial number, name of manufacturer and model of machine, and case and evidence number on printed side of paper.	Remove single-pass ribbons before obtaining standards. Send at least one copy in full word-for-word order of questioned typewriting. Attempt to copy the degree of touch on the questioned document. Also, send standard and carbon paper samples (call lab for instructions) of every upper and lower case character on the keyboard. For short texts, provide 3 to 4 copies.	Send all evidence.	No special instructions.	Wrap securely. (See also documents.)	Send by registered mail.
URINE, WATER	Label or mark outside of container. Note type of material, name of subject, date taken, investigator's name, case and evidence number.	Consult with lab for guidance.		Keep samples separate.	Seal bottle and pack, surrounded by absorbent material in a strong cardboard or wooden box to prevent breakage.	Send by registered mail.
WIRE	On label or tag, note type of material, date obtained, investigator's name, case and evidence number.	Send a one-foot section.	Send all evidence.	Keep questioned specimens separate from known standards.	Wrap securely. Pack to prevent friction, shifting, breakage, or contact while in transit.	Send by registered mail.
WOOD	Identify as directed above.	Send a one-foot section.	Send all evidence.	Keep questioned specimens separate from known standards.	Wrap securely. Pack to prevent friction, shifting, breakage, or contact while in transit.	Send by registered mail.